

**Department of the Interior**  
**Office of the Secretary**  
**Contingency Plan for a Potential Lapse in Appropriations**  
**September 2017**

The Office of the Secretary (OS) contingency plan is provided in accordance with the requirements of Office of Management Budget Circular A-11 Section 124. The OS contingency plan covers the offices included as part of the Immediate Office of the Secretary; the Assistant Secretaries for Fish and Wildlife and Parks, Lands and Minerals Management, Water and Science, Insular Affairs, and Policy, Management and Budget; and the Central Utah Project Completion Act Project Office. Separate plans have been developed for the Assistant Secretary for Indian Affairs, the Office of the Special Trustee for American Indians, the Office of Insular Affairs, the Office of the Solicitor, and the Office of Inspector General.

In preparing the contingency plans, staffing needs were carefully reviewed. Presidentially appointed and Senate confirmed individuals will not be furloughed. Administrative support for these individuals has been kept at a minimal level to support essential mission functions and ongoing operations. A minimum level of staffing for excepted activities has been identified to protect life and property and these individuals will not be furloughed. This includes minimal numbers of staff to provide support for essential operations, including budget, finance, information technology, human resources, acquisition, and other administrative functions. Exempted personnel include those that are funded from non-lapsing sources of funds. The numbers include:

- Total Employees: 2,733 employees
- Presidential appointees: 4 employees
- Employees in programs financed by other than annual appropriations: 189 employees
- Employees necessary to conduct law enforcement duties or protect life and property: 273 employees
- The number of employees that are not included in the categories above and will be furloughed: 2,267 employees

The exempt employees include employees whose compensation is financed by other than annual appropriations including outside customers of the Interior Business Center, employees in the Office of Hearings and Appeals that are continuing to work on probate, and employees in the Cobell Land Buy Back program.

A total of 273 employees are excepted including 7 employees needed for ongoing law enforcement and security duties and an additional 266 employees required to protect life and property including continued human resources, information technology, financial management, contracting, and facilities support to Interior.

Other employees will be available on call to respond to natural or other emergencies, and to provide contracting, facilities, budgeting, or other administrative support.